

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
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DATE: April 8, 2003

CALATERS LETTER #03-001

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Project Manager
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CALATERS SYSTEM ENHANCEMENTS AND MODIFICATIONS

The CalATERS will be updated on Thursday, April 10, with new program code. Highlights of the modifications that will impact CalATERS screens and/or forms processing are outlined below. These changes will affect Travel Advance and Expense Reimbursement forms that are created after the new program code is installed. Forms created before the installation of new program code will not be impacted. It is recommended that this letter be printed to get clear images of the sample screens.

Changes included in code version 1.0.7.3, effective on April 10, 2003:

Employee validation of Profile information – Key Profile fields (CB Identifier, default approver, mailing address, etc.) have been added to the Report Name screen on the Expense Reimbursement form. This will allow an employee to validate these fields before continuing with an Expense Reimbursement form. If Profile fields are incorrect, the employee is directed to Cancel and update their Profile before proceeding. See sample screen. Note that if the employee has not specified Residence Address or Long Term Assignment information in their Profile, none will display.

The screenshot shows a web-based form titled "Expense Reimbursement". At the top, there is a "Report Name" field with the value "04/07-08/03 SF Conference" and a "Claim Type" dropdown menu set to "In State Travel". Below this, a message states: "The Profile must be accurate before continuing with this form. Current Profile information for key fields is displayed below. Additional Profile fields, such as name, email, and LTA addresses may need to be updated. If Profile changes are needed, click Cancel to exit this form and return to the work queue to update the Profile." The form then displays several fields: "CB Identifier" (R01 Rank/File - Admin/Finan/Staff Svcs), "Default Approver" (Debie L Lee), "Mailing Address" (Street: PO Box 10453, City: Roseville, State: CA, Zipcode: 95661-), and "Residence Address" (Street: 500 Main Street, City: Roseville, State: CA, Zipcode: 95661-). At the bottom, there is "LTA Information" with "Start Date" (01/01/03) and "End Date" (12/31/03). The form concludes with "Ok" and "Cancel" buttons, and a note: "Press 'Cancel' for Profile Updates".

Specialized Account Coding, Returned Forms – Employees can now select Specialized Account Coding on Expense Reimbursement forms that have a “returned” status. See sample screen.

File Edit View Help

Back Next Save Notes Info List Print Help

1. Review 2. General 3. Trip/Expense Categories 4. Exp

Update as appropriate

Specialized Account Code ☒ Expenses require special account charge codes

Report Info

If form is returned, the employee can now select Specialized Account Coding if applicable.

Specialized Account Coding, Charge To Names screen – The delete button is now available to Accounting staff on the Charge To Names screen. This is the screen where detailed account coding is created, updated, and now deleted if applicable. See sample screen.

Charge to Names

Create 'charge to' names to charge expenses

Charge to: BBBB 2001 5432

Field 1: 2001*****
Field 2: 5432*****
Field 3: 54321*****
Field 4: *****
Field 5: *****
Field 6: *****
Field 7: *****
Field 8: *****
Field 9: *****
Field 10: *****
Field 11: *****
Field 12: *****

Update
Delete
Finished
Cancel

Delete button is now available.

Taxable and Reportable fields – The taxable and reportable fields that are viewable by Accounting staff on Expense Reimbursement forms, now recalculate correctly when expenses are manually modified by Accounting.

Expense	Amount	Taxable	Reportable
Mileage, Spec/Mod Auto	40.70	3.30	37.40
Incidentals	6.00		
Totals	172.70	62.70	235.40

Expense: Mileage, Spec/Mod Auto
Date: 04/01/03 Tuesday
Amount: 40.70
Miles traveled: 110.0 @ 0.37 / mile
Expense Rate: 0.37
Origin: Home
Destination: SF

Taxable: Yes Reportable: Yes
Taxable Amount: 3.30
Reportable Amount: 37.40

Update
Delete

Taxable Amount and Reportable Amount now recalculate automatically if miles traveled and/or expense rate is modified and updated by Accounting.

Form Status Window and Additional Approvers – Additional Approvers added by Accounting staff, will now have their name displayed correctly in the Form Status window. Previously, “Department Technician Group” was displayed, versus the additional approver’s name.

The screenshot shows a window titled "Form Status [04/07/03 Tax and Add Approver]". It contains a form with the following fields: Name: Eileen L. McDonald, Report: 04/07/03 Tax and Add Approver, Reference #: TEA000003977, and Status: Action. A "Finished" button is located next to the Name field. Below the form is a table with the following data:

Name	Action Taken	Receive Date	Action Date
Eileen L. McDonald	Submitted	04/07/03	04/07/03
Debie L. Lee	Approved	04/07/03	04/07/03
Department Technician Group	Approved	04/07/03	04/07/03
Ronald L. Leeds	Action	04/07/03	

Additional approver’s name now displays, after the Department Technician Group.

Retrieving Archived forms that were submitted by a Submitter - Employees can now retrieve forms that were submitted on their behalf by a designated Submitter. Previously the Submitter had to retrieve the form from Archive. This new archive option is called “Forms that have been prepared/submitted for me.”

The screenshot shows a window titled "Archive Retrieval". It contains a section titled "Retrieve Completed Forms" with a date range from 03/08/03 to 04/07/03. Below this is a dropdown menu labeled "Retrieve:" with the following options: "My own forms", "Forms I have approved/disapproved", and "Forms that have been prepared/submitted for me". The "Forms that have been prepared/submitted for me" option is currently selected. At the bottom of the window are "Retrieve" and "Cancel" buttons.

Returned forms to Approvers - When Accounting returns a form to the employee’s Approver for correction, the Approver will receive email notification. The Approver can access the system to take the appropriate action.

Email note for returned forms – Previously, when a form was returned to the employee, the email notification the employee received stated that the form had been “disapproved”. The wording in the email has been corrected to reflect “returned” rather than “disapproved.”

CalATERS Report Update:

Report 29, Approved Travel Advance(s), has been updated and will be available April 14, 2003. The report is daily and has been updated to include the Index Code, Travel Advance check delivery option, and the date needed by the employee.

Report 34, Travel Advance(s) With Outstanding Balance, is now available. The report is daily and will list any Travel Advances that have outstanding balances.

Report 39, Manual Travel Advance(s) Entries, will be available April 9, 2003. The report is daily and will list any Travel Advances that have been entered into CalATERS through System Administration.

CalATERS instructions, available on the CalATERS web site, have been updated and will be made available the week of May 5, 2003, along with a new and improved CalATERS web site. If you have questions or if you experience any problems related to the aforementioned topics please contact your Department CalATERS Help Desk, and reference this CalATERS Letter. Thank you.